



August 13, 2018

## Regular Board Meeting

The Village of Grantsburg Board of Trustees met on Monday, August 13, 2018 at 6:00 p.m. at the Grantsburg Public Library – 416 S. Robert Street.

The Regular Board Meeting was called to order by Village President, Larry Ebersold.

Village President, Larry Ebersold led everyone in the Pledge of Allegiance.

Village President, Larry Ebersold welcomed guests.

### **Roll Call**

Present: Village President, Larry Ebersold  
Village Trustee, Diane Barton  
Village Trustee, Gary “Goob” Coy  
Village Trustee, Mike Longhenry  
Village Trustee, Caylin Muehlberg  
Village Trustee, Russell Stone

Absent: Greg Peer

Others: Village Clerk, Patty Bjorklund  
Village Treasurer, Sheila Meyer  
Police Chief, Jeff Schinzing  
Police Officer, Dan Wald  
Public Works Director, Chris Bartlett  
Library Director, Kristina Kelly-Johnson  
Editor – Burnett County Sentinel, Jonathan Richie  
Reporter – Inter-County Leader, Ed Emerson  
Videographer – We Are Grantsburg, Bob Rombach  
As well as featured guests and other members of the public.

### **New Communications**

The board members were presented an email from Kim Wheeler regarding keeping of dogs in the Village of Grantsburg; July 2018 Burnett County Newsletter; 2018 Fall Town & Village Workshops September 2018 and Northwest Regional Housing Program Quarterly Report.

### **Scheduled Members of the Public Discussion/Action**

Gregg Westigaard, Inter-County Leader was present. He wanted to thank the Village of Grantsburg Administrative Staff for all of their help through the years that he served as reporter for the Inter-County Leader covering the board meetings and elections. He thanked them for the transparency and willingness to supply information as needed for his reporting. He enjoyed his time working with everyone.

Nicki Peterson of the GRO (Grantsburg Revitalization Organization) discussed their proposal for the Community Outdoor Recreation Area. The goal is to enhance and create more outdoor recreation opportunities for people of all ages, Grantsburg residents and visitors alike. The location will be at the



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Grantsburg Swimming Pool Park. There will be a trail with fitness stations, a playground and a splash pad. The trail is 0.4 miles made with trap rock, gravel or crushed limestone. There will be 5 fitness stations that are designed for all ages and abilities. Maintenance would be routine checks on the equipment as well as topping off of mulch as needed. Estimated expense is \$70,000 for the fitness trail. To date, \$45,837 has been raised. The playground is 70' x 95'. It would be ADA (American Disabilities Act) compliant. It is perfect for ages 2 – 12. The ground cover is shredded rubber. Maintenance requirements would be to top off every 1 – 2 years as well as keep shredded rubber out of grass for mowing. Total estimated expense is \$200,000. To date no funds have been raised. Splash Pad has no standing water, and no lifeguard is needed. It is 3,000 square foot concrete pad. It has multiple and expandable water features. It would be ADA compliant. It would attract more families to the swimming pool with toddler attractions. Entrance into the splash pad would be from existing gate along east fence, or from separate/new entrance to the north. The splash pad is a freshwater system (not recirculated water). Toddler features around shelter house would help parents be closer to children, with 'teen zone' closest to the building. Total estimated expense is \$250,000. To date no funds have been raised. Fundraising Packet Development would consist of brochures, flyers, thermometer sign, website landing page and a GoFundMe Account. Presentation to businesses and service organizations as well as applying for grants, community fundraising events, private donations and brick paths and sponsorship signs would be the paths for fundraising. The fitness trail will begin construction this fall. Funds are available for the trail development and equipment. Once the \$70,000 fundraising for the fitness trail is obtained, application for funds for the playground will take place. Once that is complete, funds will be applied for the splash pad. The goal to raise funds is by the end of 2019. Total cost for all 3 projects is \$550,000.

***Village Trustee, Barton moved, seconded by Village Trustee, Coy to approve the use of village property for the trail, playground and splash pad. The GRO Committee will keep the Village Board apprised of the progress for the improvements.***

Ayes: Ebersold, Barton, Coy, Longhenry, Muehlberg, Stone  
Nays: NONE  
Motion to approve: Carried

Kristina Kelly-Johnson speaking for the GRO Committee would like to invite local businesses, local organizations, and residents to join them in contributing funds towards downtown improvements; such as benches, trash receptacles and light post banners. They are asking for the board to look at benches and trash receptacles they have in mind for the downtown area and get their feedback. Benches and Trash Receptacles would be black in color and would run approximately \$819.67 which would include shipping and handling. GRO's Town Renewal Committee Members are: Ben Binversie, Larry Ebersold, Kelly Gerber, Kristina Kelly-Johnson, Cathy McCabe and Nicki Peterson.

***Village Trustee, Muehlberg moved, seconded by Village Trustee, Longhenry to approve the design of the proposed benches and trash receptacles as presented for placement on Main Street in the Village of Grantsburg.***

Ayes: Ebersold, Barton, Coy, Longhenry, Muehlberg, Stone  
Nays: NONE  
Motion to approve: Carried



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Rick Quimby, Grantsburg Watercross Organizer was present. He detailed that next year's Watercross will be held on Friday, July 19, 2019 – Sunday, July 21, 2019. He stated that the Watercross event went well. The attendance has been down 30% between 2017 – 2018. He noted that something needs to be added to increase the numbers. The venue may change down the road to help with that he noted. He stated that the event may be something like WE Fest events with bands. They are considering the event be a combination of bands and racing. More discussion will come after next year's event. The event will stay the same as 2018 for 2019 and the requests are the same in regards to requests as follows:

- Closure of the following streets from 8:00 a.m. on Thursday, July 18, 2019 until Sunday, July 22, 2019 at 10:00 p.m. (Olson Drive from Russell Street to Oak Street – Madison Avenue from Oak Street to Olson Drive – Burnett Avenue from Oak Street to Olson Drive – North Park Street from Jackson Avenue to Memory Lake).
- Closing of W. Jackson Avenue on Friday, July 19, 2019 at 10:00 a.m. until Sunday, July 22, 2019 at 10:00 p.m.
- ATV Route North of Bridge up to Jackson Avenue from Oak Street. No parking on both sides up to the bridge.
- ATV Route from the gate on N. Park Street to the entrance driveway to the island.
- ATV use by Committee members for event set-up and clean up.
- The Watercross Committee will provide proof of insurance to the Village of Grantsburg and will name the Village as an "additional insured."
- Watercross will provide a copy of the fireworks permit application to the Village to secure a permit for fireworks.
- To restrict outside food vendors/bar venues/merchandise (except outside bars approved in licensed patios) including food in approved outside patio/bar areas except in Watercross Venue Area.
- Variance for noise ordinance for all 3 days.
- Campground available the Tuesday before Watercross.

***Village Trustee, Barton moved, seconded by Village Trustee, Muehlberg to approve the 2019 Watercross events as noted and if there are changes to the event, the Watercross Committee will come back to the Village Board for approval before those changes take effect.***

Ayes: Ebersold, Barton, Coy, Longhenry, Muehlberg, Stone  
Nays: NONE  
Motion to approve: Carried

Mike Jehlicka was present and wanted to thank everyone who helped with the Airport Fly-In with the Young Eagles for kids that took place on Sunday, August 12, 2018 from 9:00 a.m. – Noon at the Grantsburg Municipal Airport. There was a hamburger social that took place afterwards. Airport courtesy car discussion took place. Steve Briggs donated his 2004 Maroon/Burgundy 4 door Mercury Sable for that use. The car needs to be secured. Mike is asking for the village's help to insure, license and maintain the vehicle. During winter months, it would be stored when not in use. Village Trustee, Muehlberg noted that the budget discussion could be looked at for 2019 for upkeep of the car. The Airport Fundraising Committee would also look at helping with their fundraising efforts for this cause.



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***Village Trustee, Longhenry moved, seconded by Village Trustee, Muehlberg to accept Steve Brigg's donation of his 2004 Mercury Sable for the airport's use of a courtesy car. Discussion will follow how to pay for the insurance, licensing and maintenance as well as storage and use of the vehicle.***

Ayes: Ebersold, Barton, Coy, Longhenry, Muehlberg, Stone  
Nays: NONE  
Motion to approve: Carried

Charles F. Becvar was present and asked to have Natalie Finch speak on behalf of 135 residents who signed a petition regarding nuisance residence complaints for 420 N. Pine Street. In the last 12 months, Natalie noted that there have been 18 police calls to that residence. Police Chief, Schinzing noted that there is currently an open case with Burnett County Circuit Court regarding this residence. He cannot comment, but he has discussed this issue with the Village Attorney for the Grantsburg Police Department. He has also spoken to the Burnett County District Attorney as well. Village President, Ebersold suggested having a Public Safety Committee Meeting in the near future to discuss this with Natalie Finch as well as the Village Attorney and District Attorney. Village Clerk, Bjorklund will notify the interested parties when the meeting will take place. Discussion for solutions to the nuisance residence will be the main topic.

Mike Virgilio and Lori Needham were present to discuss their retaining wall which is leaning on 419 S. Pine Street at St. George Avenue. Ms. Needham had several questions for the village board and Public Works Director, Bartlett for expectations of repair or replacement of the leaning retaining wall. She asked about spreading payments out over time to pay back the village for those repairs to the wall. Public Works Director, Bartlett and Village Treasurer, Meyer noted that the payments could be spread out over time of 10 – 15 years + interest. Mr. Virgilio and Ms. Needham were interested in pursuing the special assessments for the retaining wall replacement. They will work closely with Public Works Director, Bartlett for options. Bartlett will report his findings to the board at the September 10, 2018 Village Board Meeting.

Brian Tollin who is a resident camper at the James N. McNally Campground discussed the Watercross event, new contracts, infrastructure, tree maintenance and other issues the campers have with the village board. He would like to meet monthly with the Village President, Village Treasurer and Public Works Director to discuss those items. Everyone was receptive to that and the meetings will most likely take place.

### **Approval of Minutes**

July 9, 2018 Plan Commission Meeting  
July 9, 2018 Regular Board Meeting  
July 16, 2018 Public Property Committee Meeting  
July 25, 2018 Special Board Meeting  
July 31, 2018 Ad Hoc Campground Committee Meeting  
August 3, 2018 Administration Committee Meeting

***Village Trustee, Muehlberg moved, seconded by Village Trustee, Barton, to accept the minutes as presented. And that the reading of the minutes from the Board of Trustees Meeting held on July 9, 2018 be suspended since all board members received copies of the same prior to tonight's meeting.***



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Ayes: Ebersold, Barton, Coy, Longhenry, Muehlberg, Stone  
Nays: NONE  
Motion to approve: Carried

### Board and Staff Reports

**1) Public Works** a) *Director Report.* Public Works Director, Bartlett gave his report. The Wisconsin Avenue Project will be approximately 2 blocks and will start on September 4, 2018. Campground updates were discussed. He is looking to include pricing to do patches on the existing drive through the campground. He will also be budgeting updates in the bath house. The crew did paint the fascia on the bath house and registration building. The playground equipment was also stained there. In 2017 new faucets and urinals were put there. The electrician is coming to do the street light at the campground. A total of 5 lights were fixed there for approximately \$3,000. Easy IT guys came and will provide a quote on computer IT help for the village offices. Crex Techs is no longer in business and they will possibly provide computer IT support. He also received the go ahead to put the plant back in normal operations. He is putting together pricing to see the total cost of the project and has been talking with S.E.H. A company came and ended up incasing the pipe and the bottom half of the valves in cement. Please thank our crew of John and Jim. They worked very hard. They were alternating pulling up 5 gallon pails of water 18' as Bartlett filled. They then got the manhole ready to be repaired. The company came the 10<sup>th</sup> of August and put sealant over the cement to add extra protection from the chemical. The south lift station pump is not repaired yet. It was discovered that the 1" shaft had broken on the other pump. Hopefully, by the end of this week it will be repaired. It will cost \$3,137.40 to fix that shaft. The propeller and volute needs to be replaced this time. b) *Dump Box Purchase.* Crysteel Truck Equipment of Fridley, MN Dump Box was presented. Dump Box package is \$11,599.51. Options of strobes, pillars, shovel holder, rear hinge and shop supplies price is \$2,230.52. Total cost for the dump box is \$13,830.03.

***Village Trustee, Coy moved, seconded by Village Trustee, Stone to approve purchase of the dump box in the amount of \$13,830.03 from Crysteel Truck Equipment of Fridley, MN.***

Ayes: Ebersold, Barton, Coy, Longhenry, Muehlberg, Stone  
Nays: NONE  
Motion to Approve: Carried

**2) Police Department** a) *Police Report* July 1, 2018 – August 1, 2018. Police Report was distributed to all members of the board in their packets. There were 105 cases.

**3) Village Administration** a) *Clerk Report.* Village Clerk, Bjorklund presented her report. There were 19 Operator's Licenses presented. There were 7 Land Use/Building Permits presented. There was (1) Food Truck extension presented for 3 days for Steve's Chuckwagon. b) *Treasurer's Cash Report, Budget to Actual.* Village Treasurer, Meyer presented her Cash Report and Budget to Actual Report.

**4) Library** a) *Director Report.* Library Director, Kelly-Johnson presented her August 2018 report. There were 3,542 visits to the library in July. There were 18 programs offered and 239 program participants. Homeward Bound Theater Company entertained over 40 children and their families at the July 10<sup>th</sup> library program. On Wednesdays, August 1 – 22, there will be a Documentary Film Series. On Tuesdays, August 6 – 11, there will be a Write Your Story Workshop. There will be several August events coming for the kids including story times, and movie night. Todd Snyder from the Grantsburg Fire Department will teach fire safety as well as



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show equipment. Chris Bartlett from the Grantsburg Public Works Department will also be there to show equipment and the job.

**5) Fire Association** a) *Fire Inspections.* Village Trustee, Barton read the report. There were a total of 25 inspections completed. Of those, 18 were due and 7 re-Inspections were due. Grantsburg Hockey Rink had a correction order with a compliance date of August 25, 2018. There were 239 inspections done this year compared to 187 last year. There were 69 runs done by the 16<sup>th</sup> of July compared to 47 a year ago.

**6) Administration Committee** a) *Water/Sewer Crewperson Advertise.* The position has been advertised for with a deadline to apply of August 20, 2018.

**7) Ambulance Committee** a) *Trustee, Stone Ambulance Committee Report.* Village Trustee, Stone presented his quarterly ambulance report. The meeting was held at the Village of Webster ambulance garage. All future meetings will be held there. Average response times for all calls in 2018 were 1<sup>st</sup> qtr. 12.23 minutes; 2<sup>nd</sup> qtr. 10:30 minutes. Response times over the 20 minute goal 2018 were 1<sup>st</sup> qtr. 41 over 20 minutes (14% of calls); 2<sup>nd</sup> qtr. 19 over 20 minutes (6% of calls). Non-transport 1<sup>st</sup> qtr. (294 calls with 37 refusal of transport which resulted in 30% of calls); 2<sup>nd</sup> qtr. (468 calls with 135 refusal of transport which resulted in 29% of calls). He noted that some people who should really be transported refuse transport. North is training the staff to convince people to go to the hospital. North does indeed turn down transfers to meet contract obligations.

**8) Grantsburg Golf Course** a) *January – July 2018 Profit and Loss.* b) *July 2018 Profit & Loss.*

**9) Pool** a) *Pool Manager Report.* Pool Manager, Sarah Covey was unable to attend the meeting. The board reviewed her report which was included in their packets.

**17) Plan Commission** a) *Discussion/Action: Ben Seume request to approve Certified Survey Map of Lot 4 and Lot 5.* The Plan Commission presented Ben Seume's request to approve his Certified Survey Map for Lot 4 and Lot 5 combining as described.

**Village Trustee, Muehlberg moved, seconded by Village Trustee, Barton, to approve combination by Certified Survey Map of Lot 4 and Lot 5 as described.**

Ayes: Ebersold, Barton, Coy, Longhenry, Muehlberg, Stone  
Nays: NONE  
Motion to approve: Carried

b) *Discussion/Action: Conditional Use Request from Northwest Regional Planning Commission for Parcel ID: 07-131-2-38-19-11-3 03-000-013100 which is zoned I-1 Industrial for a Business Enterprise Center.* The Plan Commission recommended approving this venture. Rick Roeser of Northwest Regional Planning Commission noted that the bids will be open this Friday. Construction should be complete and the building should be operational February 1, 2019. GIDC (Grantsburg Industrial Development Corporation) representative John Richards noted that they are fully supportive of this venture. This would be enterprise center #2. It would be a 6-year lease with option to purchase at that time. Rick noted that this will be a new taxable entity for the village. McNally Industries will be using the space as will Victrex. The building is a 17,500' facility and will be built on Lot 8 and Lot 9 in the Industrial Park. S.E.H. representatives, Dan Penzkofer and Bryan Cunningham



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noted that the stormwater and Erosion controls are satisfactory and they see no problems with the construction of this building.

***Village Trustee, Muehlberg moved, seconded by Village Trustee, Coy, to approve the Conditional Use Permit on the recommendation of the Plan Commission for a Business Enterprise Center on Lot 8 and Lot 9 in the Industrial Park.***

Ayes: Ebersold, Barton, Coy, Longhenry, Muehlberg, Stone  
Nays: NONE  
Motion to approve: Carried

- 10) Memory Lake Campground – Nothing new to report.
- 11) Airport – Nothing new to report.
- 12) Public Property – Nothing new to report.
- 13) Cemetery Association – Nothing new to report.
- 14) Public Safety Committee – Nothing new to report
- 15) Infrastructure Committee – Nothing new to report
- 16) Housing Authority – Nothing new to report
- 18) Fair Association – Nothing new to report

### Continued Discussion/Action

CDBG-PF Madison Avenue Downtown Improvements took place. Dan Penzkover of S.E.H. noted that the Village of Grantsburg was awarded the 2018 Village of Grantsburg Community Development Block Grant for Public Facilities up to \$380,000 for Madison Avenue Downtown Improvements from the Wisconsin Department of Administration. The U.S. Department of Housing and Urban Development (HUD) provides federal funding to states through the Community Development Block Grant (CDBG) program. The village has 45 days from July 31, 2018 to sign and return the Acceptance of Award. Dan will be back at the September 10, 2018 Village Board Meeting to work on the schedule for the project.

CDBG-PF Non-Interest Bearing Checking Account discussion took place. Village Treasurer, Meyer noted that as part of the requirement of the CDBG-PF Madison Avenue Downtown Improvements, a non-interest bearing checking account needs to be opened. She would like to open this account at Community Bank with Village President, Village Treasurer and Village Clerk signature lines.

***Village Trustee, Longhenry moved, seconded by Village Trustee, Muehlberg, to approve opening a non-interest bearing checking account at Community Bank with Village President, Village Treasurer and Village Clerk signature lines.***

Ayes: Ebersold, Barton, Coy, Longhenry, Muehlberg, Stone  
Nays: NONE  
Motion to approve: Carried

Village of Grantsburg Procurement Policy was discussed. This is a requirement of the submission of the CDBG-PF Grant for Madison Avenue Downtown Improvements.



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***Village Trustee, Muehlberg moved, seconded by Village Trustee, Barton, to approve the Village of Grantsburg Procurement Policy.***

Ayes: Ebersold, Barton, Coy, Longhenry, Muehlberg, Stone  
Nays: NONE  
Motion to approve: Carried

Village of Grantsburg Schedule of Fees was reviewed. The clarification of Food Truck Transient Merchant Fees was addressed. The Schedule of Fees states \$20.00 weekly (not pro-rated), Plus CIB background check fee & \$5.00 per day for each transient merchant. The application states \$20.00 fee plus \$5.00 per day. The application needs to be clarified for next year. Village Clerk, Bjorklund will notify the 2 food trucks that these are the fees, so that they can anticipate them for 2019.

***Village Trustee, Stone moved, seconded by Village Trustee, Longhenry, to approve the Village of Grantsburg Schedule of Fees and Clerk, Bjorklund notify the 2 food trucks what the fees are for 2019.***

Ayes: Ebersold, Barton, Coy, Longhenry, Muehlberg, Stone  
Nays: NONE  
Motion to approve: Carried

EO Johnson Ricoh Aficio MPc2504ex Color MFD Copier, Fax, Scanner lease was presented. Monthly lease is \$155.65. The configuration is very similar to the 36-month lease that the village paid the last monthly installment on. The previous machine would be bought out for \$1 and the Grantsburg Police Department would use the machine and pay for maintenance on the machine. All maintenance on the new machine would be part of the monthly fee as well as drums and toner. Black and white pages will be billed with an allowance of 34,000 pages per year with all additional pages to be billed at: \$0.0065. Color pages will be billed with an allowance of 3,068 pages per year with all additional pages to be billed at \$0.059. The lease agreement is for 36-months with option to buy the machine for \$1.

***Village Trustee, Barton moved, seconded by Village Trustee, Muehlberg to lease the Ricoh Aficio MPc2504ex Color MFD Copier, Fax, Scanner for a period of 36 months at \$155.65 per month with the option to buy the previous Copier, Fax, Scanner for \$1 for the Grantsburg Police Department and option to buy the new Color Ricoh Aficio MFD Copier, Fax, Scanner for \$1 after 36 months.***

Ayes: Ebersold, Barton, Coy, Longhenry, Meuhlberg, Stone  
Nays: NONE  
Motion to approve: Carried

Yellow River Advertising sent a proposal for 2019 Business Listings, Business Sponsorship or advertising on BurnettCountyFun.com website. The proposal would be for advertising for the James N. McNally Campground. The Administration Committee will look at this proposal at their August 22, 2018 Meeting and make a decision whether to bring to the Village Board for approval or not.

Johnson Controls (formerly Simplex Grinnel) Agreement was presented. The term is 1 year from June 1, 2018 – May 31, 2019 for inspection of the fire alarms in the village municipal building. Cost is \$647.49.



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***Village President, Ebersold moved, seconded by Village Trustee, Stone to approve the Johnson Controls Agreement for inspection of fire alarms in the village municipal building for a term of 1 year from June 1, 2018 – May 31, 2019 for a cost of \$647.49.***

Ayes: Ebersold, Barton, Coy, Longhenry, Muehlberg, Stone  
Nays: NONE  
Motion to approve: Carried

Ordinance Amendment #04-18 Minor Land Divisions by Certified Survey Map was reviewed. This changed number of copies from forty to one within the description of the ordinance.

***Village Trustee, Muehlberg moved, seconded by Village Trustee, Coy to approve Ordinance Amendment #04-18 Minor Land Divisions by Certified Survey Map.***

Ayes: Ebersold, Barton, Coy, Longhenry, Muehlberg, Stone  
Nays: NONE  
Motion to approve: Carried

Southern Crex Spirits (DBA Hummer's Rendezvous) located at 115 Madison Avenue made a request for outdoor bar setup on licensed premise from August 18, 2018 – August 19, 2018 from 4:00 p.m. – 1:00 a.m. for a party on the patio with a band.

***Village Trustee, Barton moved, seconded by Village Trustee, Coy to approve Hummer's Rendezvous located at 115 Madison Avenue for outdoor bar setup on licensed premise from August 18, 2018 – August 19, 2018 from 4:00 p.m. – 1:00 a.m. for a party on the patio with a band.***

Ayes: Ebersold, Barton, Coy, Longhenry, Muehlberg, Stone  
Nays: NONE  
Motion to approve: Carried

Village Treasurer, Meyer would like to set up Budget Meetings for the 2019 Budget. She will be sending emails to everyone to confirm times and dates of those meetings.

The following bills were presented for approval:

- General Checks (#31587 - 31664) - \$66,752.80
- Payroll Checks (Voucher's: V838 – V5893) - \$40,716.88  
(Check #'s: 16501 – 16513)
- ACH/EFTPS - \$43,900.08

**TOTAL: \$151,369.76**



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***Village Trustee, Barton moved, seconded by Village President, Ebersold to approve bills in the amount of \$151,369.76.***

Ayes: Ebersold, Barton, Coy, Longhenry, Muehlberg, Stone  
Nays: NONE  
Motion to approve: Carried

### Unfinished Business

Employee Handbook, Employee Meetings with Board; Wage Scale; Building Inspector/Zoning Administrator/Ordinance Officer; Property Maintenance Ordinance – Sample of Osceola’s Ordinance will be discussed at an upcoming August Administration Meeting Village President, Ebersold noted. Airport at Campground will be discussed at a later time at an Airport Committee Meeting.

***Village Trustee, Longhenry moved, seconded by Village Trustee, Coy to adjourn the Regular Board Meeting at 8:56 p.m.***

Ayes: Ebersold, Barton, Coy, Longhenry, Muehlberg, Stone  
Nays: NONE  
Motion to approve: Carried

Submitted by:

Patty Bjorklund – WCMC, CMC, CMTW  
Village Clerk, Deputy-Treasurer  
August 13, 2018